

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS REGULAR MEETING

April 15, 2004, 7:30 p.m.

CALL MEETING TO ORDER: The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order at 7:31 p.m.

ROLL CALL: Attending Directors: Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Matthew Clark, and Board Member William Katke. President Shawn McGraw was absent due to the birth of her son.

Attending staff: General Manager Chuck Duffy, District Administrator Gina Holmes, Assistant District Administrator Delia Comito, and Legal Counsel Jonathan Wittwer.

PLEDGE OF ALLEGIANCE: Vice-President Leonard Woren led all present in the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION:

Director Pollard announced Midcoast Park Lands holding Kit Dove Day on April 25, 2004, at Quarry Park.

ACTION AGENDA

1. Consideration of Resolutions approving Fiscal Year 2004-2005 Sewer Authority Mid-Coastside Administration, Treatment, and Collections: Operating and Capital Budgets.

SAM General Manager Jack Foley was present to review the SAM Budget. He stated that SAM was following the budget process as outlined in the Joint Powers Agreement, addressing the Board's previous concerns expressed in a July 2003 letter from the GSD General Manager to SAM.

Chuck Duffy advised the Board that he would not recommend approval of the SAM Capital Budget due to a \$750,000 placeholder for a project where the scope was yet to be determined. He also advised the Board that there were some issues to be resolved regarding member agency cost allocations. Mr. Duffy suggested that he and Mr. Foley meet to resolve these issues prior to the next Board meeting.

District Counsel Wittwer will investigate the formulas used to calculate each individual agency's percentage allocation and report on his interpretation of the budget provisions in the JPA agreement at the next regular board meeting.

2. Consideration of petition language, supplemental information material, and editorial regarding possible reorganization into a Community Services District.

The Board held a general discussion. Director Pollard proposed several modifications to the documents, which she provided in writing to the Board and made available to the public on request. Marty Kingshill, a resident of El Granada who was present at the meeting, also provided suggestions to the Board on the information handout material.

The Board determined that the ad-hoc Petition Committee should review the comments received and bring the items back to the next regular board meeting.

3. Consideration of the draft LAFCo application package and process for possible reorganization into a Community Services District.

The General Manager reported on his meeting with Martha Poyatos of LAFCo regarding the CSD application process. He also reviewed his report provided in the agenda packet outlining the steps and Board actions necessary to pursue submittal of an application to LAFCo.

The ad-hoc CSD Half Moon Bay Committee (with the General Manager) will contact the City of Half Moon Bay to schedule a meeting to discuss the overlapping issues between the two agencies.

4. Consideration of a Resolution to pay the disposal fees for District residents bringing items to the quarterly local drop-off recycling site.

ACTION: Director Katke moved to approve the Resolution (2004-002) with modifications as follows: Insert at the top of page two – “may receive a waiver of payment of any special environmental disposal fee charged by Contractor pursuant to Exhibit A to this Resolution, as updated from time to time by regulatory agencies having jurisdiction” And that Exhibit A be modified to include “Waiver shall be limited to five items per household.” (Katke/Pollard) Approved 4-0.

5. Consideration of a Resolution adopting a Bylaw establishing procedures regarding attendance at seminars, conferences, workshops, and similar events, and associated reimbursement procedures.

ACTION: Director Pollard moved to approve the Resolution (2004-003) with the following modification: “Meals will be reimbursed to a limit of an average of \$50.00 per day for each day of seminar attendance”. (Pollard/Woren) Approved 4-0.

6. Consideration of a Resolution adopting a Bylaw concerning signing of District checks.

Director Woren requested that this item be placed on the agenda due to the reoccurring need to obtain a board member's signature on regular, monthly warrant checks prior to a board meeting approving them.

ACTION: Director Pollard moved to approve the Resolution as presented.
(Res. 2004-004). (Pollard/Katke) Approved 4-0.

CONSENT AGENDA

- 7. Approval of Special Meeting minutes for March 18, 2004.**
- 8. Approval of Regular Meeting minutes for March 18, 2004.**
- 9. Approval of April 2004 warrants totaling \$137,688.22 (ck #1486 to #1531).**
- 10. Approval of Administrative Costs Fund distribution #8 for \$9,183.63.**
- 11. Approval of February 2004 Financial Statements.**
- 12. Approval of a Resolution Amending Resolution No. 466 specifying authorization of Board and staff members to order deposits or withdrawals of GSD monies in LAIF.**

ACTION: Director Katke moved to approve Consent Agenda items 7-12.
(Katke/Clark) Approved 4-0.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

13. Sewer Authority Mid-Coastside: March 22, 2004.

Director Woren reported on presentations made by Carollo Engineers on the WWF Monitoring project, and by Dean Peterson regarding Snap-shot Day. Staff was asked to provide a copy of Peterson's report to all non-SAM Board Members.

14. Report on other seminars, conferences, or committee meetings.

None to report.

INFORMATION CALENDAR

15. General Manager's Report.

Mr. Duffy reported that the estimated cost to televise the Medio Creek mainline was approximately \$8,000 to \$10,000, and that he was still waiting for a report from District Engineer Kennedy/Jenks regarding the temporary shoring of Medio Creek bridge sewer line crossing.

16. Administrator's Report.

Nothing further to report.

17. Engineer's Report, March 2004:

Nothing further to report.

18. Attorney's Report.

District Counsel Wittwer reported that his staff was close to finishing the update to the District Ordinance Code and distributed two sets of Binders of Current Regulations and proposed Future Regulations.

FUTURE AGENDA ITEMS

ADJOURN

The meeting adjourned at 10:05 p.m.

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Fran Pollard, Board Secretary

Date Approved: May 20, 2004